



MASTER FILE
DEPARTMENT OF THE NAVY
NAVAL AMPHIBIOUS BASE LITTLE CREEK
2600 TARAWA COURT SUITE 100
NORFOLK, VIRGINIA 23521-3297

FILE COPY

IN REPLY REFER TO:

NAVPHIBASELCREEKINST 2070.2D
N02SP
24 May 99

NAVPHIBASELCREEK INSTRUCTION 2070.2D

Subj: INSTALLATION AND OPERATION OF AMATEUR RADIO AND CITIZEN
BAND (CB) STATIONS WITHIN THE CONFINES OF NAVPHIBASE
LITTLE CREEK HOUSING AREAS

Ref: (a) NAVTELCOMINST 2093.2 (Series)
(b) COMNAVBASENORVAINST 2070.1 (Series)

Encl: (1) Authorization Request Form and Privacy Act Statement
(2) HAM Radio, CB and TV Antenna Installation Guidelines
for Family Housing Occupants with Sample Proposed
Antenna Installation Drawing
(3) Authorization Installation Letter (Sample)
(4) Authorization to Operate Letter (Sample)

1. Purpose. To promulgate policies and instructions regarding operation of amateur radio and Citizen Band (CB) stations under the guidelines of the Chief of Naval Operations (CNO) area representative, Commander, Navy Region, Mid Atlantic (COMNAVREG MIDLANT) and within the confines of Naval Amphibious Base Little Creek (NAVPHIBASE LCREEK). Changes to this instruction constitute a major revision; therefore, additions, deletions, or changes are not individually marked.

2. Cancellation. NAVPHIBASELCREEKINST 2070.2C is hereby cancelled and superceded.

3. Authority. Commander, Naval Telecommunications Command exercises authority, under the policy guidance of the CNO, over the readiness and operating efficiency of Naval Telecommunications throughout the Department of the Navy. Included in their mission is the responsibility to coordinate the execution of approved communication, of which amateur radio and CB radio operations are a part, within U.S. Navy activities.

4. General Policy. It is the policy of the Department of the Navy to support and encourage amateur radio activities and to avoid any action which would tend to jeopardize the independent status and prerogatives of the amateur radio operator. Liaison is maintained with COMNAVREG MIDLANT, amateur radio organizations, and individual amateur radio operators in planning and training for emergency communication services in the event of local or area emergencies or disaster.

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5. Authorizing Radio Stations on Naval Installations

a. Guidance for amateur radio and CB radio stations within U.S. Navy activities is provided in detail in references (a) and (b). No amateur radio installation or operation, stationary or mobile, will be operated on a Navy reservation within the CNO designated area of responsibility of COMNAVREG MIDLANT. Operation without prior written approval of the Commanding Officer of the activity at which the amateur radio station is to be located is prohibited. The use of operating CB radios installed in privately owned vehicles onboard NAVPHIBASE LCREEK is not authorized.

b. An Authorization Request Form and Privacy Act Statement, in the format of enclosure (1), will be submitted to the Commanding Officer, NAVPHIBASE LCREEK from the individual in whose name the station will operate, and will indicate the rank, rate, or title of the operator as appropriate. This request may be obtained from the Staff Plans/Training Officer. The application, along with a sketch of the proposed antenna installation meeting the specifications of enclosure (2), will be submitted to the Little Creek Housing Community Manager, building 3151. Satisfactory review of the proposed antenna installation by the Housing Manager and Storefront Public Works Officer is essential prior to it being forwarded to the Commanding Officer for approval to construct/install the station and antenna. Antenna installation shall not begin prior to approval.

c. After approval for installation is obtained (enclosure (3)), the antenna site may be constructed. When installation is completed the Little Creek Housing Community Manager will perform a final site inspection prior to forwarding an Authorization Letter to Operate (enclosure (4)) for the Commanding Officer's approval. No site maybe operated until this letter is signed and issued.

d. Amateur radio and CB station antennas shall be in conformity with specifications set forth by Federal Communications Commission (FCC) regulations

6. Action

a. The Staff Plans/Training Officer will:

(1) Maintain records of each amateur radio and CB station operating within the confines of NAVPHIBASE LCREEK.

(2) Ensure that personnel responsible for the operation of these radios within commands are cognizant of the provisions of reference (a) and the FCC regulations pertaining to the amateur radio service.

(3) Ensure that applications concerning amateur radio and CB stations located within NAVPHIBASE LCREEK are submitted in accordance with reference (a) and this instruction.

(4) Ensure a copy of all signed authorizing documents are maintained on file. Forward information copies to the applicant's chain of command, Storefront Public Works Officer, Storefront Safety Office, and the Little Creek Housing Office. Forward the original signed documents to the applicant.

b. Storefront Public Works Officer will:

(1) Review the application regarding the proposed antenna installation, ensuring the following tasks will be completed:

(a) Verify that the location of fixed amateur stations do not constitute a violation of Hazard of Electromagnetic Radiation to Ordnance (HERO), or violate a Hazard of Electromagnetic Radiation to Fuel (HERF) restriction or other violations.

(b) Based upon satisfactory review of the proposed antenna installation, forward the application for the amateur radio or CB station to the Staff Plans/Training Officer for the Commanding Officer's approval.

c. NAVPHIBASE LCREEK Security Officer/Storefront Ordnance Officer will:

(1) Ensure that areas which contain ordnance, pyrotechnics, fuel, or other volatile material for which a HERO restriction would exist are conspicuously posted with appropriate warnings regarding the radiation hazard and safe distance to be observed.

(2) Drivers of vehicles containing mobile transmitters which are not governed by this instruction (e.g., taxi cabs, guests, visitors, commercial carriers, etc.) must be apprised of HERO restrictions and areas in which transmitting is prohibited.

d. Little Creek Housing Community Manager will:

(1) Accept, review, and forward all applications for proposed installation.

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(2) Perform final site inspection of the antenna installation. Prepare and forward all Authorization to Operations letters to Operate for the Commanding Officer's signature.

(3) Keep files of all applications and Authorization to Operate letters.


W. C. WRIGHT, Sr.

Distribution:

NAVPHIBASELCREEK/REGPUBSAFETYINST 5216.2P
List IA, IB (1A, 2A, 3A only), IC - Case A
List II
List III

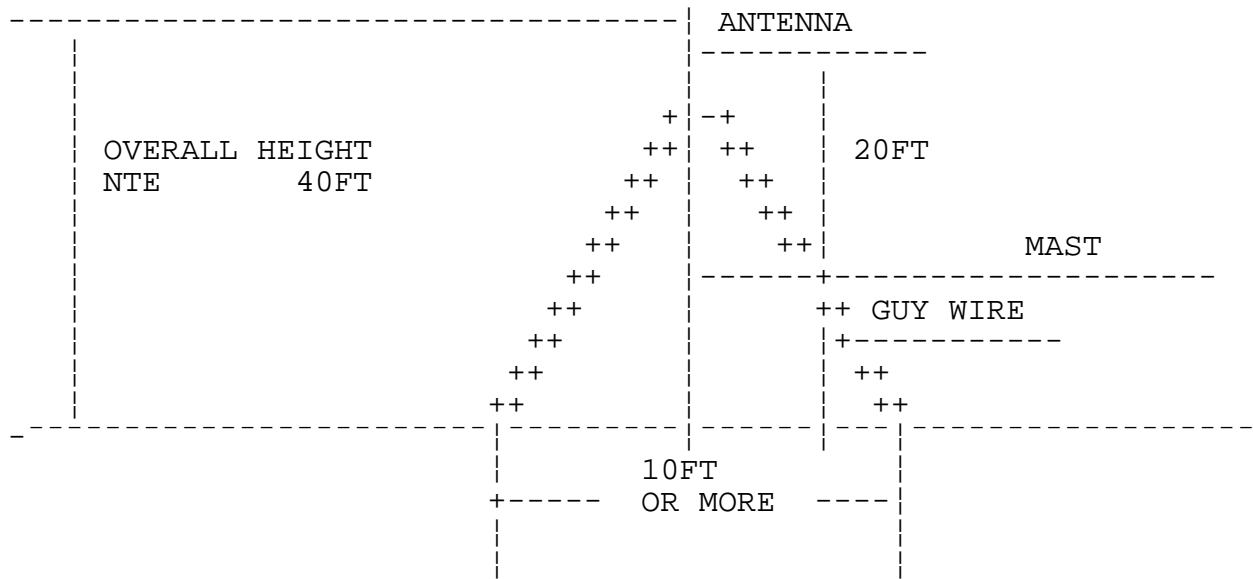
Copy to:
Little Creek Housing Community Manager

Stocked:
Commanding Officer
Naval Amphibious Base Little Creek
2600 Tarawa Court Suite 100
Norfolk, Virginia 23521-3229

**HAM RADIO, CB AND TV ANTENNA INSTALLATION
GUIDELINES FOR FAMILY HOUSING OCCUPANTS**

1. All amateur and CB radio operations must comply with maximum power limitations imposed by the FCC.
2. The overall height of any antenna-mast-support assembly may not exceed 40 feet. Antennas must be installed within a safe distance of any power lines and other structures.
3. All antenna assemblies must be grounded, include lightning arrests, and may not be attached to the housing unit in any way (to roof vents, water pipes, electrical meters, aluminum siding, etc.). Masts and supports must be properly supported; if guy wires are used they must be within a 2 (vertical) to 1 (horizontal) ratio of the mast as per the drawing. They may not extend beyond the confines of an occupant's own yard area.
4. Prior to installation, occupants are responsible for gaining approval from the Commanding Officer, NAVPHIBASE LCREEK per paragraph 6 of this instruction, and for contacting Miss Utility to ascertain location of underground utility lines.
5. Final inspection of completed antenna installation must be conducted by the Little Creek Housing Community Manager, or a delegated representative.
6. It is the occupant's responsibility to maintain all equipment, and for its removal when the quarters are vacated. All incidental grounds restoration is also the occupant's responsibility.

SAMPLE ANTENNA INSTALLATION DRAWING



AUTHORIZATION REQUEST FORM AND PRIVACY ACT STATEMENT

Date: _____

From: _____
 (Last) (First) (Initial) (Rank/Rate/Grade)

 (Applicant: SSN/Command/Duty Station - if applicable)

 (Sponsor: SSN/Command/Duty Station - if applicable)

 (Address) (Phone Number)

To: Commanding Officer, NAVPHIBASE LCREEK
 Via: (1) Commanding Officer, _____
 _____ (2) Staff Plans/Training Officer, NAVPHIBASE LCREEK
 (3) Storefront Public Works Officer, NAVPHIBASE LCREEK
 (4) Housing Community Manager, Little Creek

Subj: AUTHORIZATION REQUEST TO INSTALL/OPERATE AMATEUR
 RADIO/CITIZEN BAND STATION

Ref: (a) COMNAVBASENORVAINST 2070.1 (Series)
 (b) NAVPHIBASELCREEKINST 2070.2 (Series)

1. In accordance with references (a) and (b), it is requested that I be granted authorization to operate the non-military radio equipment identified below:

Type of Amateur Operations:

Location/Address _____

Fixed _____ Other _____
 Describe: _____

Equipment: _____

Nomenclature _____

Serial Number _____

FCC license number and expiration date _____

(attach copy of FCC license)

Call Sign _____

Final output power _____ watts

Frequency band _____

 (Signature)

PRIVACY ACT STATEMENT: THE AUTHORITY TO REQUEST THIS INFORMATION IS 5 WSC 301. THE PRINCIPLE PURPOSE OF THIS INFORMATION IS TO MAINTAIN CONTROL OVER NON-OFFICIAL ELECTROMAGNETIC RADIATIONS. THE INFORMATION WILL BE USED TO ENSURE UNOFFICIAL TRANSMITTERS ARE NOT OPERATED ONBOARD. COMPLETION OF THIS FORM IS MANDATORY, FAILURE TO PROVIDE ANY INFORMATION MAY RESULT IN THE DENIAL TO OPERATE RADIO EQUIPMENT ONBOARD THE BASE AND IN THE CONFISCATION OF THE EQUIPMENT.

Enclosure (1)

Date: _____

FIRST ENDORSEMENT on

From: Commanding Officer, _____
To: Commanding Officer, NAVPHIBASE LCREEK
Via: (1) Staff Plans/Training Officer, NAVPHIBASE LCREEK
(2) Storefront Public Works Officer, NAVPHIBASE LCREEK
(3) Housing Community Manager, Little Creek

1. Forwarded, recommending approval/disapproval.

(Signature)

Date: _____

SECOND ENDORSEMENT on

From: Staff Plans/Training Officer, NAVPHIBASE LCREEK
To: Commanding Officer, NAVPHIBASE LCREEK
Via: (1) Storefront Public Works Officer, NAVPHIBASE LCREEK
(2) Housing Community Manager, Little Creek

1. Forwarded, recommending approval/disapproval.

(Signature)

Date: _____

THIRD ENDORSEMENT on

From: Storefront Public Works Officer, NAVPHIBASE LCREEK
To: Commanding Officer, NAVPHIBASE LCREEK
Via: Housing Community Manager, NAVPHIBASE LCREEK

1. Forwarded, recommending approval/disapproval.

(Signature)

Date: _____

FOURTH ENDORSEMENT on

From: Community Housing Manager, Little Creek
To: Commanding Officer, NAVPHIBASE LCREEK

1. Forwarded, Recommending approval/disapproval.

(Signature)

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From: Commanding Officer, Naval Amphibious Base Little Creek
To: _____

Subj: AUTHORIZATION FOR OPERATION OF AMATEUR/CB RADIO
STATION

Ref: (a) COMNAVBASENORVAINST 2070.1 (Series)
(b) NAVPHIBASELCREEKINST 2070.2 (Series)

1. Authorization is granted to operate station _____ onboard NAVPHIBASE LCREEK in accordance with applicable rules and regulations and subject to the restrictions and stipulations described below:

a. Operation shall not interfere with official activities of NAVPHIBASE LCREEK.

b. Operation must comply with FCC Regulations, Part 97, "Rules Governing Amateur Radio Services" or Part 95 "Rules Governing Citizen Band (CB) Radio Service."

c. Only authorized personnel shall be allowed to operate equipment.

d. Authorization to operate may be revoked at any time.

e. No information relative to classified documents, nor information pertaining to the use, availability, or arrangement of classified equipment or facilities may be transmitted.

2. This authorization expires upon your transfer from the area or upon expiration of your FCC license, whichever occurs first.

(Signature)

Copy to:
CO, _____

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Ser N02SP

From: Commanding Officer, Naval Amphibious Base Little Creek
To: _____

Subj: AUTHORIZATION FOR REQUESTED INSTALLATION OF AMATEUR/CB
RADIO STATION

Ref: (a) COMNAVBASENORVAINST 2070.1 (Series)
(b) NAVPHIBASELCREEKINST 2070.2 (Series)

1. Your authorization request for the installation of a
_____ station and associated antenna onboard NAVPHIBASE LCREEK is approved in accordance with applicable rules and regulations.
2. Upon completion of the installation, you are directed to notify Little Creek Housing Community Manager for final site inspection.
3. You will not operate this station until final inspection has been completed and an authorization letter to operate is signed and issued.

(Signature)

Copy to:
CO, _____

Enclosure (3)